

INSTRUCTIONS APPLICATION FOR DUPLICATE CERTIFICATE OF TITLE

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION. FAILURE TO PROVIDE ALL INFORMATION MAY RESULT IN YOUR APPLICATION BEING RETURNED.

1. Duplicate Fees: Certificate of Title\$5.00
2. A duplicate Certificate of Title is mailed to the owner's address as shown on the application. In the event there is a lien shown on the records of the Title and Registration Division, the duplicate certificate will be mailed to the lienholder. If the lien has been discharged, the applicant should obtain from the lienholder a Notice of Discharge of Lien. This notice shall accompany applicant's request for a duplicate Certificate of Title.
3. The completed Certification of Duplicate Certificate of Title should be signed and mailed with supporting documentation, if applicable, to the Title and Registration Division, 44 Vantage Way, Suite 160, Nashville, TN 37243-8050, with the required fee.
4. Certification for Duplicate Certificate of Title cannot be used to support an Application for Noting of Lien. If Certificate of Title has been lost, stolen or mutilated, a duplicate must be obtained prior to filing an Application for Noting of Lien.
5. Certification for Duplicate Certificate of Title cannot be used to support an original Application for Certificate of Title. If registered owner's Certificate of Title cannot be secured, a duplicate must be obtained and assigned prior to filing Application for Certificate of Title in new owner's name.

NOTE: To obtain a duplicate Certificate of Registration, submit the request in writing; include our license plate number and decal number, if applicable, with the required fee of \$.50 to the Taxpayer and Vehicle Services Division, 44 Vantage Way, Suite 160, Nashville, TN 37243-8050.

<p>If you have any questions call toll free 1-888-871-3171 From 8:00am to 4:30pm CST Monday through Friday. Closed Holidays or visit our website at http://www.state.tn.us/revenue/</p>
